

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Daniel C. King  
Director of Logistics  
2C02

EXTENSION

NO.

OL 13355-83

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/LSD/OL  
3E14 Headquarters

6/21/83

RLL

2. A/DDA *[initials]* 24 JUN 1983  
DDA *[initials]* 27 JUN 1983

DD/A REGISTRY  
FILE: 45-14

3. EO/DDA  
7D18 Headquarters

27 JUN 1983

BA

3. Attn: 

STAT

Per telecon with

C/REB/RECD/OL, STAT

this letter has been discussed with Stanley Langfeld, General Services Administration, who agrees with our approach. He requested we send him an advance copy once the letter is signed. Please call me so that we can arrange to get the letter to him.

STAT

8.

9.

10. ~~DDA~~  
7D18 Headquarters

Advance copy to  
 via S/O L  
on 28 June.  
Original sent via  
courier on 28 June  
BA

STAT

11.

12.

13.

14.

15.

DD/A Registry
83-1654

20 JUN 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King  
Director of Logistics

SUBJECT: Reporting to General Services Administration

1. Attached for your signature is a letter to Mr. Ray Kline, Deputy Administrator, General Services Administration (GSA), expressing our concern for the reporting of information to GSA.

2. The Agency is continually being asked by GSA to submit a variety of reports related to the Agency's activities. The request may be generated because of GSA's own need for information, or because of statutory requirements imposed on federal agencies. The latest such request, contained in Mr. Kline's letter dated April 11, 1983, is attached.

3. Our concern is that the information finds its way into overt publications and reports and becomes known to uncleared or unwitting personnel. While parts of the data are not classified, the compilation of such information could provide a composite of Agency locations, amount of space occupied, personnel strengths, etc.

4. We recommend the Agency take the position that such reports cannot be submitted for the reason stated in the letter. However, if required, the information will only be made available to appropriately cleared individuals, and where there are security controls which can assure its continued protection against unauthorized disclosure.

STAT



Daniel C. King

Attachment